

City of Melbourne



Planning & Economic Development Department
900 E. Strawbridge Avenue • Melbourne, FL 32901
Phone (321) 608-7500 • Fax (321) 608-7519 • E-Mail: p&z@melbourneflorida.org

APPLICATION FOR CONDITIONAL USE

DATE RECEIVED: _____ CONDITIONAL USE NO. _____

This application must be completed and returned to the Community Development Department of the City of Melbourne, Florida, along with all required documents. The application will then be reviewed by staff and referred to the Melbourne Planning and Zoning Board for study and recommendation to the City Council. Processing of a Conditional Use Permit usually takes about 16 weeks.

(Please Print)

1. APPLICANT NAME: (Print) _____
CONTACT PERSON (If Corporation): _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
TELEPHONE: _____ FAX: _____
E-MAIL ADDRESS: _____

2. OWNER OF PROPERTY: (Print) _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
TELEPHONE: _____ FAX: _____
E-MAIL ADDRESS: _____

3. If Applicant or Owner cannot attend the Planning and Zoning Board and/or City Council Meetings, please list the name of a Representative who will make the presentation, answer questions or make decisions for the Applicant or Owner. **Authorization to Represent Required**

REPRESENTATIVE NAME: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
TELEPHONE: _____ FAX: _____
E-MAIL ADDRESS: _____

4. Parcel ID Number (Property ID Number):
TWP _____ RNG _____ SEC _____ SUBD _____
Parcel/Lot Numbers: _____
Tax Account Numbers(s): _____
Total Acreage: _____

5. Highway/Street Boundaries: _____

6. Future Land Use: _____

7. Zoning Classification: _____

8. Proposed Use of Property: _____
 (provide details)
9. Number of Units (if applicable): _____ Density: _____
10. Is this project proposed as an affordable housing development? ____ Yes ____ No
 (If yes, submit Notice of Affordable Housing Project)
11. What, if any, structures are currently located on the property: _____

12. The following items are needed to complete this application for Public Hearing:
- a. _____ **Conditional Use Only:** Two signed and sealed Certified Surveys of the specific area in question, if not a recorded plat, include metes and bounds legal description with exact acreage. Additional information as necessary to give clear evidence regarding the nature of the conditional use request and to address the criteria contained in Appendix B, Article IX, Section 5 (c).
 - b. _____ **Conditional Use with Site Plan:** Two signed and sealed Certified Surveys of the specific area in question, if not a recorded plat, include metes and bounds legal description with exact acreage, plus Site Plan application, Site Plan Review Fee, and all submittal requirements.
 - c. _____ \$794.00 plus \$25.00 per acre or fraction thereof Hearing Fee in CASH or CHECK drawn to the order of the City of Melbourne.
 _____ \$210 Advertising Fee
 - d. _____ Rendering or photograph of proposed development.
 - e. _____ Proof of Ownership - Warranty Deed Preferred **(if a Corporation, Partnership, LLC or Trust, provide proof of authority to authorize request)**
 - f. _____ Two copies of an Environmental Impact Assessment (in accordance with Appendix D, Chapter 9, Article IV, City Code) with two Certified Tree Surveys (same scale as plan). If the site is already developed, please submit an official request for exemption pursuant to City Code, Appendix D, Chapter 9, Article IV.
 - g. _____ Copy of the completed concurrency review application.
 - h. _____ Completed Facility Planning and (School) Concurrency Application and
 _____ appropriate
 fee **if applicable**

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Signed and sealed
in the presence of:

OWNER(S):

Signature of Witness #1

Owner 1 Printed Name

Name Printed/Typed

Owner 1 Signature

Signature of Witness #2

Name Printed/Typed

STATE OF _____
COUNTY OF _____

The foregoing Owner Consent was acknowledged before me this ____ day of _____, 20____, by _____, who is personally known to me OR who has produced _____ as identification.

My commission expires:

Notary Public

Signature of Witness #1

Owner 2 Printed Name

Name Printed/Typed

Owner 2 Signature

Signature of Witness #2

Name Printed/Typed

STATE OF _____
COUNTY OF _____

The foregoing Owner Consent was acknowledged before me this ____ day of _____, 20____, by _____, who is personally known to me OR who has produced _____ as identification.

My commission expires:

Notary Public

This application must be completed and returned to the Community Development Department with all the required exhibits. The Community Development Department staff and other applicable City Departments will then review it. Following staff review, your request will be sent to the Planning and Zoning Board for public hearing, consideration, and recommendation. The petition and the Planning and Zoning Board's recommendation will then be forwarded to City Council for action. This will also be a public hearing. If the request is approved and an ordinance is required to implement the action (zoning, rezoning, conditional use, comprehensive plan amendment) the request will appear before the Council twice more, once as a first reading of the ordinance and once as a second reading and public hearing of the ordinance. The applicant as identified on the petition, will be advised of all of the dates and times of the public hearings by mail, and will receive an agenda and staff recommendation. The applicant will receive a letter from the City Clerk notifying the applicant of the final action by the City Council.

The applicant, the applicant's representative as stated on the application, or the applicant's attorney should appear at the public hearings. If photographs, documents, maps or other materials are provided to the Board or the Council as evidence at the public hearing, you will need to leave those instruments with the Board Secretary or the City Clerk. By law those instruments become public record and cannot be returned to you.

The public hearings before the Planning and Zoning Board and City Council regarding land development are considered quasi-judicial in nature. This means that the Board or Council is sitting as a judge would sit in a courtroom and that the decision made should be a result of the evidence presented at the hearings. All evidence should be presented at the public hearings. Appeals to the court are based on the evidence presented at the public hearings. Applicants or interested individuals may **contact, in person, by phone, or in writing, any of the Planning and Zoning Board members and/or City Council members who will be making decision on the action. However, such board member or council member is required to publicly disclose such contact, conversation, or letters received.**

If you wish to appeal any determination of the City Council, you will need a verbatim transcript of the record and copies of all the evidence presented. It will be your responsibility to make arrangements for the preparation of that verbatim record at your expense.

Attachment to all land development applications: Zoning, rezoning, conditional use, site plan approval, plat approvals, parking lot in a residential district, vested rights, and comprehensive plan amendment.

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**PLANNING AND ZONING BOARD / CITY COUNCIL
AUTHORIZATION TO REPRESENT**

I, _____, owner of the following described property:

PROPERTY ADDRESS: _____, hereby authorize the following named individual to appear on my behalf before the Planning and Zoning Board / City Council public hearing for _____.

AUTHORIZED REPRESENTATIVE: _____

BY: _____
PROPERTY OWNER

STATE OF FLORIDA
COUNTY OF BREVARD

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____, by _____ who is personally known to me, or who has produced _____ as identification and who did (did not) take an oath.

NOTARY PUBLIC

NAME: _____

TITLE: _____

COMMISSION NUMBER: _____